



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LEGAL PROCEDURES CLERK I
LEGAL PROCEDURES CLERK II
LEGAL PROCEDURES CLERK III

Class No. 002903
Class No. 002907
Class No. 002906

■ CLASSIFICATION PURPOSE

To perform legal clerical work reviewing and processing a wide variety of legal documents, records, and correspondence according to prescribed laws and regulations; and performs related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions allocated to these classes are found in departments that provide legal services or information to the public in the civil, criminal, probate, or real property areas.

Legal Procedures Clerk I:

This is an entry-level class in the series. Under immediate supervision, incumbents review and process a wide variety of legal documents and records and provide information to law enforcement officers, attorneys, and the public relating to legal records, existing or potential legal claims or complaints, probate or real property matters in conformance with prescribed laws and regulations.

Legal Procedures Clerk II:

This is the journey-level class in the series. Under general supervision, incumbents perform the more responsible and difficult review and processing of legal documents, records and reports and may provide technical guidance and training for the Legal Procedures Clerk I.

Legal Procedures Clerk III:

This is the first-line supervisory level class in the series. Under direction, incumbents are responsible for training, supervising and evaluating the work of legal clerical staff in one or more functional organizational units and handle the most complex legal clerical work involved in processing, reporting, and disseminating legal information.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Legal Procedures Clerk I and II:

Essential Functions:

1. Reviews a wide variety of legal documents pertaining to licensing, civil, criminal, real property or probate matters to determine accuracy, completeness, and conformance with prescribed legal requirements for recording, reporting and filing.
2. Processes, files, and distributes legal documents.
3. Determines requisite fees relating to legal documents filing, licensing, and requests.
4. Assists officers of the court in the preparation and scheduling of appearances and hearings.
5. Communicates with court officials, officers of the court, complainants or their representatives, and the public regarding questions related to real property matters, claims civil judgments and the status of petitions, indictments or other legal matters.
6. Maintains legal records, including the use of computerized record keeping systems.

7. Handles requests for legal information and determines appropriateness of release.
8. Interprets legal procedures.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Non- essential functions:

1. Sorts and routes mail.
2. Orders office supplies.

Legal Procedures Clerk II:

Non-essential Functions

1. May qualify as notaries, humane officers, and process servers
2. May issue marriage licenses in accordance with related laws and regulations.
3. May provide technical guidance and training to lower level classes pertaining to the processing of legal documents.

Legal Procedures Clerk III:

Essential Functions:

All of the duties listed above and

1. Trains, supervises, and evaluates the work of subordinate staff.
2. Reviews and implements departmental policies and procedures.
3. Assists in identifying and solving departmental procedural and work flow problems.
4. Directs and coordinates the processing of legal documents to ensure accurate and prompt service delivery.
5. Prepares the most complex legal documents, including appropriate dissemination of information to officers of the court, law enforcement officers, attorneys, and the public.
6. Maintains statistical and financial records and work control data; prepares reports.
7. Interprets and organizational policies, procedures, laws, and regulations pertaining to the processing of legal documents.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Legal terminology, legal documents and legal clerical procedures related to civil, criminal, probate, and real property matters.
- Modern clerical office practices and procedures.
- English usage of a business and legal nature.
- The operation and use of common office equipment, including word processing systems, typewriters, copiers and calculators.
- Statistical and fiscal record-keeping principles and applications.
- Computerized data and record-keeping systems.
- Telephone office, and online etiquette.
- County customer service objectives and strategies.

Legal Procedures Clerk II and III (in addition to the above):

- Principles of supervision and training.
- County organization, policies, and procedures.

Skills and Abilities to:

The following apply to all classes:

- Review legal documents and records for accuracy, completeness, and conformance with prescribed legal requirements.
- Communicate effectively, both orally and in writing.
- Use of tact and courtesy in dealing with co-workers, attorneys, law enforcement officers, and the general public.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Legal Procedures Clerk III (in addition to the above):

- Organize and prioritize the work assignments of subordinates.
- Monitor and evaluate the performance of subordinates.
- Plan and conduct training of subordinates.
- Interpret and explain complex regulations, policies and procedures.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Legal Procedures Clerk I:

1. One (1) year of full-time general clerical or secretarial work experience, six (6) months of which must have involved performing legal clerical duties, to include processing legal documents, reviewing documents for accuracy, completeness, and conformance with prescribed legal requirements; OR,
2. Completion of a legal administrative assistant, legal secretarial, or paralegal program from a recognized community or business college.

Legal Procedures Clerk II:

Two (2) years of legal clerical or legal secretarial experience, one (1) year of which must have been at the level of Legal Procedures Clerk I processing legal documents and records relating to civil, criminal, probate, or real property matters to include reviewing documents for accuracy, completeness and conformance with prescribed legal requirements.

Legal Procedures Clerk III:

Two (2) years of experience performing a variety of increasingly responsible and complex legal clerical work at the level of Legal Procedures Clerk II.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting and repetitive use of hands, including simple grasping and fine manipulation. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, kneeling, power grasping, pushing and pulling, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

Certification/Registration

An ORIGINAL, unaltered typing certificate (no photocopies) for at least 30 WPM with a maximum of 5 errors must be attached to the application and will be required before candidates are scheduled to compete in the selection process. The typing test must be for at least five minutes with two (2) gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Prior to appointment, candidates will be subject to a background check.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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Legal Procedures Clerk I (Class No. 002903)
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